



City of Seattle

Department of Planning and Development

700-5th Avenue, Suite 2000

P. O. Box 34019

Seattle, WA 98124-4019

(206) 684-8850

www.seattle.gov/dpd

Applicant Services Center

Business Hours:

Tue & Thur: 10:30 - 5:30

Mon, Wed & Fri: 7:30 - 5:30

5 STEPS FOR A SUCCESSFUL APPLICATION SUBMITTAL

For Construction Applications with plans

1. **ADDRESS RECORDS WORKSHEET** **NO FEE**
During this stage, research is done to verify your address and a project number is issued.
This form must be filled out and submitted by one of the following ways:
 - Faxed to (206) 233-7866
 - Dropped off at the Triage Counter all day
 - Mailed to: P. O. Box 34019, Seattle, WA 98124-4019, Attention: Permit Technician
2. **PRE-APPLICATION SITE VISIT APPLICATION** **FEE**
This is not required if work is entirely within an existing building. Check with the Site Team. This form must be filled out and submitted along with a site plan showing location of project.
 - Required if any earth is disturbed including staging areas.
 - May be submitted at the same time as the Address Records Worksheet above.
3. **COACHING** **NO FEE**
 - Provides information on process, project specific submittal requirements, checklist, and fee estimates.
4. **SCREENING** **NO FEE**
 - This is to verify the completeness of plans, forms and documents.
 - Must have completed items 1 and 2 above to be able to be screened.
5. **INTAKE** **FEE**
 - This is done by appointment only

NOTE: This document is intended to simply identify the steps needed in obtaining a construction application only. Please talk with the staff or more detailed information.

Issued Date: _____